



EXTERNAL APPLICANT GUIDE

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FIND YOUR PURPOSE...

With hundreds of unique and interesting positions in Kentucky state government, find your purpose.

Table of Contents

Job Seeker Tips.....	3
Job Statuses.....	4
Creating an Applicant Profile.....	4
Forgot Password.....	6
Using Your LinkedIn Account.....	6
Completing an Application.....	7
Withdrawing Your Application.....	8
Your Applicant Profile.....	8

NOTICE: This guide is intended for **EXTERNAL APPLICANTS ONLY**. External applicants are those applicants who are *not* already employed by the Commonwealth of Kentucky.

Applicants who are already employed by the Commonwealth of Kentucky are considered internal applicants and should be logged into MyPURPOSE to apply to any job.

Job Seeker Tips

#1 Utilize the Job Search Agent

The job listings are updated daily. Rather than spending all your time looking at the job openings every day, you can set up job alerts. Job alerts will automatically email you each time a position opens in the criteria you have chosen.

To create a Job Alert, select Search Jobs then select Create Job Alert.

Commonwealth of Kentucky

KENTUCKY PERSONNEL CABINET

SEARCH JOBS
Create a Profile | Log In

HOME GROW WITH US LEARN WITH US LEAD WITH US SERVE WITH US

Job Search

Keyword or ReqID Country Street, City, State/Province Postal Code Radius (mi/km) Pay Grade County

Create Job Alert Share Search

#2 Read the Minimum Requirements and Job Duties before Applying to a Job

Each job posting has unique requirements. Please review the complete job advertisement prior to applying to the job. Be sure you meet the requirements for the job and are truly interested, based on the job duties.

#3 Proofread Your Application

A great way to get your application passed over by a hiring manager is to have numerous spelling and grammatical errors. Double check your application before submitting and even better, have someone else proofread it for errors. Be sure your application does not contain N/A for fields that you have information to provide.

#4 Do Not Falsify Any Information

Be truthful about your work experience, education, and other information. The Commonwealth of Kentucky can verify application information and if any information is determined to be false, your job offer can be rescinded or if you are already employed, you can be dismissed.

#5 Sell Yourself

Be sure to include all of your experience on your application. You are competing against other applicants. You can reach out to the contact person on the job posting to request an interview. This is not a guarantee of an interview, but is a way to be proactive in your job search.

#6 What happens after I apply?

The hiring agency has 90 days to fill the position. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process.

Job Statuses

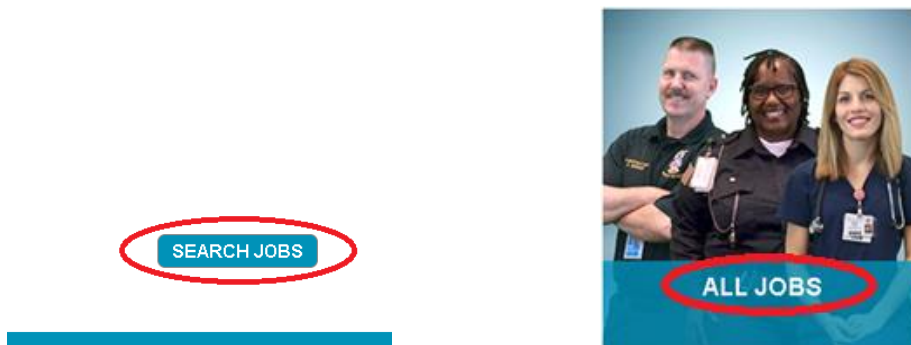
When applying to a job, applicants may see one of the following statuses under his/her profile.

- **Closed** - This status displays if the hiring agency has considered the applicant, but will not move them forward in the selection process.
- **Hired** - This status displays if the agency is considering the applicant for appointment.
- **In Review** - This status displays when you successfully complete the application process.
- **Not Submitted** - This status displays if the application is not completed and is In-Progress.
- **Requisition Closed** - This status displays if the job requisition is now closed.

Creating an Applicant Profile


To apply for an open position with the Commonwealth of Kentucky, you must first create an Applicant Profile.

To create your profile, Select Search Jobs, the blue All Jobs block or one of the job categories featured blocks.



You can enter key words into the search box or simply page through to find a job of interest.

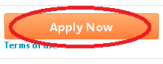
Job Search




Keyword or ReqID Country Street, City, State/Province Postal Code Radius (mi/km) Pay Grade County 

[Create Job Alert](#) | [Share Search](#)

Job Title	Cabinet	County	Date Posted
Accountant II	Transportation Cabinet	Hardin	2/14/2019
Administrative Branch Manager	Tourism, Arts, & Heritage Cabinet	Wayne	2/7/2019
Administrative Branch Manager	Tourism, Arts, & Heritage Cabinet	Franklin	2/7/2019
Administrative Branch Manager	Cabinet for Health & Family Services	Franklin	2/8/2019
Administrative Specialist I	Justice & Public Safety Cabinet	Franklin	2/5/2019


Once you find a job of interest, click on the job title and Select “Apply Now”.



Refer Job:   

[Add to Saved Jobs](#)

[Back](#)



CONNECTING PEOPLE TO PURPOSE

Advertisement Closes: 2/25/2019 (7:00 PM EST)

19-000001017 Accountant II

Pay Grade: 09 Salary: \$1,823.90 - \$2,416.22 per month

Employment Type: EXECUTIVE BRANCH | FULL TIME, ELIGIBLE FOR OVERTIME PAY | 18A | 37.5 HR/WK

Hiring Agency: Transportation Cabinet | Department of Highways

Location: 634 E. Dixie Hwy, Elizabethtown, KY 42701 USA

Description: The Kentucky Transportation Cabinet is committed to meet or exceed the needs and expectations of our customers. Our focus is on people: our customers, our employees and our partners. We will continually improve both the delivery of our products and services and the processes which support that delivery. To provide a safe, efficient, environmentally sound and fiscally responsible transportation system that delivers economic opportunity and enhances the quality of life in Kentucky. The Accountant II is responsible to perform technical work in the maintenance of accounting and financial records; and performs other duties as required.

Select “Create a new Profile”.

Sign In

Email

Password

Sign In

Forgot password or need to create a password?

Don't have a profile? [Create a new Profile](#)

By signing in or creating a profile you agree to our [Terms of Service](#)

[<< Back](#)

Applicants will be asked to provide the following information as seen on the screen shot below as part of their profile:

All fields marked * are required.

- Passwords cannot have leading or trailing spaces.
- Passwords cannot be the same as email.
- Passwords must contain both upper and lower case letters.
- Passwords must contain alpha and numeric characters.
- Passwords cannot have three or more consecutive same characters.
- Passwords must contain at least one special character.
- Passwords must be 8 - 20 characters.

* First Name

* Last Name

* Email

* Confirm Email

* Phone

* Password

* Confirm password

☐ By checking this box you agree to our [Terms of Service](#)

[Create Profile](#)

[<< Back](#)

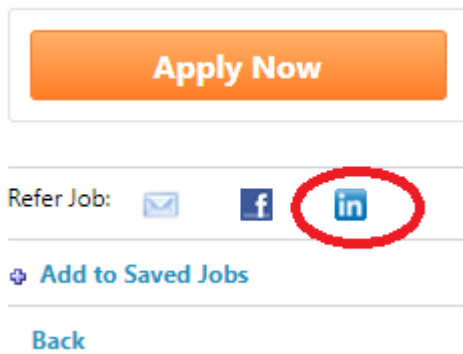
Forgot Password

If you have forgotten your password, select the *Forgot password or need to create a password?* link on the Sign In page. A pop-up box will appear with instructions on how to reset your password. You must have access to the email account associated with your Applicant Profile in order to receive the reset password link.

Using your LinkedIn Account

Applicants can login and apply for open positions using their LinkedIn account username and password.

If you wish to login using your LinkedIn account, you do not need to create an Applicant Profile. Instead, select the LinkedIn icon in the upper left corner of your screen.



Completing an Application

Once you begin the application process, the bar at the top of your screen will update your progress as you complete each section.

If you provide a resume or use a LinkedIn resume, that is uploaded to the application, please be aware the data from the resume may not contain all the necessary information when submitting your application.

Please do **NOT** leave any fields at “N/A” on your application, unless there is no information to provide.

Instructions for editing fields on your application: On the application under Options, located at the far right of each section, you will see an Edit option. Select the Edit option and a box will appear. Complete the areas needed and click the Add button to save the edited information.

Once in the application, the Back button will allow you to navigate to a previously completed section. The Save/Return Later button allows you to save your application and return later to complete.

After you have completed and reviewed your application, you will select the Submit Application button.



Please Note: Changes CANNOT be made after your application has been submitted. You will not be able to view the Job Description after the job closes.

Withdrawing Your Application

You may withdraw your application if you no longer wish to be considered for a position while the position is still posted. This can be done by selecting the Withdraw option from your Applicant Profile as indicated in the picture below.

Please note that once the position closes, you can no longer withdraw your application.

The screenshot shows the top of the Applicant Profile page. At the top left, it says "Welcome, Jenn!". To the right are "Search Jobs" and "Options" buttons. Below this is a profile card for Jenn Sanford with contact information and a note that her data is searchable. Underneath is the "Application Status" section with a dropdown menu set to "All". Two application entries are listed: "Administrative Specialist III" (Req ID: req4618, Last Modified: 2/15/2019, Review Status: In Review) and "Social Service Worker I - Test" (Req ID: req4605, Last Modified: 1/15/2019, Review Status: Hired). For the first application, a dropdown menu is open, showing options: "Withdraw" (circled in red), "View Resume", and "View Application".

Your Applicant Profile

Your Applicant Profile page gives you the ability to view and manage the following:

- Edit your Name, Email, and Home Address (use Edit Profile under the Options dropdown menu).

This screenshot is similar to the previous one, showing the top of the Applicant Profile page. The "Options" dropdown menu is open, showing options: "My Profile", "Edit Profile" (circled in red), "Change Password", and "Log Out". The rest of the page content, including the profile card and application status section, is the same as in the previous screenshot.